



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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April 15, 2003

In Reply Refer To:
1534 (CA-944) P

EMS TRANSMISSION: 4/15/03
Instruction Memorandum No. CA-2003-034
Expires: 09/30/04

To: Field Office Managers

From: State Director

Subject: Bureauwide Quarters Inventory

DD: 7/15/03

Please find attached a copy of Instruction Memorandum No. BC-2003-032, describing the procedures and requirements for conducting the Government Provided Housing (GPH) Inventory.

The GPH inventory must be completed in accordance with the Departmental Quarters Handbook, DM400. There are two added elements to be included on the inventory. The inventory form must include the number of smoke and carbon monoxide detectors that are in each unit. Also, the individual that performs the physical inventory must sign and print his/her name, date, and include title on the last page. The exactness of this inventory is essential to ensure the accuracy of the Consumer Price Index computations for GPH.

The GPH Inventory must be completed and submitted to the State Office no later than COB on **July 15, 2003**. Please direct any questions to Wilma Kominek, Real Property Specialist at 916-978-4531

Signed by:
James Wesley Abbott
Associate State Director

Authenticated by:
Richard A. Erickson
Records Management

Attachment:
IM No. BC-2003-032 (2 pp)

United States Department of the Interior
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In Reply Refer To:
1534 (BC-653)P

April 7, 2003

EMS Transmission
Instruction Memorandum No. BC-2003-032
Expires: 09/30/2004

To: All Washington Office and Field Office Officials
Attention: Housing Managers

From: **Director, National Business Center**

Subject: **Bureauwide Quarters Inventory**

DD: 07/31/03

Program Area: Bureau of Land Management (BLM) Government-Provided Housing (GPH).

Purpose: This Instruction Memorandum (IM) provides instructions needed for performing inventories on all BLM GPH.

Policy/Action: To perform the inventory of GPH units, housing managers should use the Government Quarters Inventory Form (DI-1875) **only** if a housing unit is new and/or has not been previously inventoried. Otherwise, please use the computer-generated Government Quarters Inventory form that was sent to you after your last inventory was completed in 2001. If you need a copy of the computer-generated Government Quarters Inventory form for each of your housing units, please call Bonnie Pomarico at (303) 236-9428.

To identify corrective actions in housing unit descriptions, quantities listed, etc., simply make corrections on this form and fax it to Bonnie Pomarico, National Quarters Officer, at (303) 236-9470. If there are no changes to the inventory, write **no changes** on the form and fax or send a copy back to the National Quarters Officer (BC-653)

Timeframe: Inventories are due back to the National Business Center, Property Operations Branch (BC-653), Attention: Quarters Office, no later than July 31, 2003.

Budget Impact: No budget impact is anticipated.

Background: BLM housing managers are required to inventory all GPH in accordance with the Departmental Quarters Handbook, DM400. The BLM Housing Managers Guidebook requires inventories to be conducted every other year between May and July. The BLM conducted its first inventory in May 2001. Inventories are essential to addressing increasing inconsistencies between past inventories and the Consumer Price Index computations for BLM GPH.

Manual/Handbook Sections Affected: BLM Housing Managers guidebook.

Coordination: This IM was coordinated between the BLM Quarters Officer, BC-653, and the Property Operations Branch, BC-653.

Contact: If you have any questions or concerns, please address them to Bonnie Pomarico, BLM National Quarters Officer (BC-653), at (303) 236-9428; for further policy issues, please contact Jim Crews, BC-653, at (303) 236-4676.

Signed by:
Thomas F. Boyd
Director, National Business Center

Authenticated by:
Lynne J. Lotvedt
Staff Assistant

Distribution
BC-653, Bonnie Pomarico
ST-150, BLM Library